



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Preston DuFauchoir, California Corporations Commissioner

Dale E. Bonner, Agency Secretary

Release Date: March 25, 2009

CLASSIFICATION: **STAFF SERVICES ANALYST**
1 Position – Permanent/Full-Time

FINAL FILING DATE: **April 15, 2009 or Until Filled**

SALARY: \$2817-\$4446 per month

POSITION LOCATIONS: Securities Regulation Division, 71 Stevenson Street, San Francisco

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Senior Examiner of the Securities Regulation Division, the Staff Services Analyst generally reviews and assists with the analysis of financial reports; prepares orders and training request forms; tracks examinations and complaints; prepares regular and special statistical reports; updates SRD databases; processes electronic filings; provides research and analytical support to the examination staff; and communicates with licensees, attorneys, and the public. Additionally, performs various duties based on the needs of the Unit, and assists supervisors with special projects.

DESIRABLE QUALIFICATIONS

- ♦ Proficiency on personal computers utilizing Microsoft Word, Excel, etc.
- ♦ Familiarity with accounting systems.
- ♦ Communicate well both orally and in writing.
- ♦ Understand and carry out directions with minimal supervision.
- ♦ Dependable, loyal, punctual, tactful, poised.
- ♦ Ability to adjust to shifting priorities and workload.
- ♦ Ability to take initiative, be a self-starter, work independently, and interested in assuming non-routine tasks.
- ♦ Ability to establish and maintain effective working relationships.
- ♦ Service oriented with good interpersonal skills.

WHO MAY APPLY – Employees currently at the Staff Services Analyst level, those within transfer range or have list eligibility who are reachable (in the top three ranks), and employees with surplus or SROA status at the Staff Services Analyst level are encouraged to apply. For further technical information regarding the position, please contact Sandra Ramayla at (415) 972-8580.

WHERE TO APPLY – Please be sure to include RPA # 08-SRD0019 under the job title of the State application (Std 678). Applications without this RPA # may not be considered. Please mail your application and resume to:

Department of Corporations
Attention: Human Resources
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 445-6351
Or

E-mail your application and resume to careers@corp.ca.gov

RPA #08-SRD0019

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.